

**ENROLLED MINUTES OF THE  
HIGHLAND WATERWORKS BOARD OF DIRECTORS  
MARCH 22, 2018**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday March 22, 2018 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

**ROLL CALL:** Present on silent roll call were Directors George A. Smith, George Georgeff, Ed Dabrowski. Also present were Derek Snyder, NIES Engineering Inc.; Mark Knesek, Operations Director; Rhett Tauber, Board Attorney; and Bernie Zemen, Town Council Liaison.

1. Mr. Snyder discussed the 45<sup>th</sup> Avenue and 5<sup>th</sup> Street Water Main Project and the challenges associated constructing the water main replacement in conjunction with the road work. He advised that the start date has not been established due to the other utility work in the project area. He advised that the cost would be \$300K and combined with the Wicker Park Manor Project at \$500K, the Board may wish to delay the Martha Street Water Main Project to 2019.

2. Mr. Larry Kondrat was introduced by Councilman Zemen as a potential new Water Board member. Mr. Kondrat, the Board, and staff discussed the duties of the Water Works Board of Directors and how the utility determines when and if to replace water mains.

3. Mr. Griffin discussed potential changes in the penalty provisions currently being applied to delinquent customers. He advised that he will have a recommendation at a forthcoming Board meeting.

4. Mr. Griffin reported that collections have approved over the past month owing to the new penalty provisions that were recently implemented. He also advised that he will provide

5. Mr. Griffin discussed a communication he had with a customer regarding electronic forms of payments accepted by the utility. He talked about the difference between ACH, which is a form of payment that the utility uses and EFT, which is not used by the utility because of the additional cost. The Board engaged in a discussion on the matter.

6. Mr. Smith inquired about the 45<sup>th</sup> Avenue and 5<sup>th</sup> Street Water Main Project and how the project will be coordinated with the roadway project. Mr. Snyder advised that the work would be added to the roadway project.

7. Mr. Griffin advised that his office understood that the action last meeting was to suspend the entire late (\$10.00 flat fee and !% charge) until further action is taken by the Board..

8. The Board discussed the proposal from ME Simpson for GIS system for asset management.

The Highland Water Works Board of Directors met in its Regular Session on Thursday, March 22, 2018 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. Director Georgeff opened the meeting. The minutes were recorded by Mark Knesek, Recording Secretary *and transcribed by John Bach, Waterworks Superintendent*. The session was opened with the Pledge of Allegiance.

**ROLL CALL:** Present on roll call were Directors George A. Smith, George Georgeff, and Ed Dabrowski. Absent: Matthew Timmer. Also present were Bernie Zemen, Town Council Liaison; Derek Snyder, NIES Engineering Inc.; Mark Knesek, Operations Director; and Rhett Tauber, Board Attorney.

**MINUTES:** President Georgeff asked if there were any corrections to the Minutes of the Regular Meeting of February 22, 2018 as prepared and posted. Director Smith requested that the minutes of February 22, 2018 be amended by removing the words “Ten Dollars (\$10.00)” on page two, under the notes from the post meeting study session, paragraph two, third sentence and to remove Director Dabrowski’s name from the silent roll call that took place to establish a quorum following the directive of the Board President to reconvene the public meeting. Director Smith moved to approve the Minutes of the February 22, 2018 meeting of the Water Works Board of Directors, as corrected, Director Dabrowski seconded. On a vote *viva voce*, the motion passed.

**Special Orders:** None

**Communications:**

1. A letter dated March 6, 2018 from Randy Lusk, M.E. Simpson Company, Incorporated, Re: Proposal for a Pro-Maps Atlas Update Program. Director Smith suggested that the matter be taken up for review and discussion in a future study session before consideration,

**Unfinished Business and General Orders:** None

**New Business:** None

**Reports:** Waterworks Superintendent – No Report  
Waterworks Attorney - No Report  
Waterworks Engineer – No Report  
Fire Department – No Report

**Business from the Floor:**

1. Carmen Escavido, 8032 Spruce Street – Ms. Escavido inquired about the \$10.00 late fee. The Board advised Ms. Escavido that the late charge had been rescinded until the Board can resolve some issues regarding its application. Mr. Griffin provided an explanation on the manner which the late fees were applied. Ms. Escavido stated that she often travels for extended periods and is out of town when the bill is due. Mr. Griffin offered some potential remedies.

**Claims:**

Per the docket in the amount of:

061	Water Works District Bond and Interest	\$0.00
062	Consumer Deposits	\$0.00
064	Waterworks Operating	\$196,238.96
066	Water Improvement	\$14,467.78
Total		\$210,706.74

Director Smith moved to approve the claims per the March 22, 2018 docket in the amount of \$210,706.74. Director Dabrowski seconded. On a vote *viva voce*, the motion passed.

**Next Meeting:**

The next Public Meeting will be held on Thursday, April 26, 2018 at 7:00 p.m. following a study session at 6:30 p.m.

**ADJOURNMENT:** With no other business to come before the Board of Waterworks Directors, Director Smith moved to adjourn.. On a vote *viva voce*, the motion passed.

Meeting Adjourned at 7:30 p.m.

Respectfully Submitted,

John M. Bach, Recording Secretary *Pro Tempore*